

# **Town of Stratham Website Policy**

## **Purpose and Goals**

The Town of Stratham maintains one Website only at <http://www.strathamnh.gov>. The Town of Stratham owns and operates this website as an enhancement to the governmental services that it provides and as an information service to its residents and to the general public. The limited purpose of the Town's Website and permitted external links is to provide information of a factual nature about the Town of Stratham including services and resources available within and around the Town, or as may be available from other governmental and community agencies and organizations.

The goals of the Website are:

- to encourage increased citizen participation in Town government by making public information more readily available to them
- provide electronic access to Town information through a logical single point of entry (<http://www.strathamnh.gov>)
- to keep the public informed of local events.

The Town of Stratham's Website is maintained for the exclusive use and control of the Town of Stratham in communicating matters of general public interest over the Internet. The Town is not establishing a forum for others to provide information through the Website. The Town of Stratham Board of Selectmen is the ultimate governing authority of the Town's Website policy.

## **Copyright**

The design, arrangement, presentation and layout of this site, and all material provided on this site by the Town of Stratham, NH (e.g. text, graphics, logo, images, software, icons, audio, and the arrangement and coordination of these materials) are the property of Town of Stratham, NH and are protected by U.S. and international copyright laws. The material on this Website may be used only for personal viewing and reading and may not be copied, modified, distributed or published for any other use without prior written permission from an authorized Town of Stratham official.

## **Confidentiality**

The New Hampshire Public Records laws (RSA 91-A) apply to information processed, sent, and stored on the Internet. All contents in this Website are public information. While the Town of Stratham may track overall site traffic, it will not collect individual user details unless a user voluntarily submits such information. The Town will not share that information with outside sources and is committed to keeping such information confidential.

## **Town of Stratham Website Policy**

As a governmental agency, the Town of Stratham is bound by New Hampshire's Right-to-Know laws (RSA 91-A). It is important to understand that most of the business you conduct with the Town of Stratham, as well as with state and county governments, becomes a matter of public record. Public records, as defined by State law unless expressed exempted elsewhere in the New Hampshire law, may be posted for electronic access through this Website.

### **Electronic Communication with Town Officials and Employees**

Persons submitting electronic comments or questions to the Town of Stratham's officials, representatives, or employees should be aware that the Town cannot guarantee, nor does it represent that such communications will remain private and confidential.

### **Disclaimers**

Notice of Public Hearings: When the Town of Stratham places notices on this Website scheduled for upcoming public meeting or hearing, it does so only to facilitate public access to such information, as a supplement to the legally required methods of posting notices.

Legal Notice/Public Comment: Messages transmitted via the Internet are not always reliable. Although the Town of Stratham will make every effort to maintain the reliability of such communications via the Town's Website, the Town is unable to guarantee that any such communications will be received by the Town. Therefore, if you want or need to provide the Town with an official legal notice or public comment, the Town strongly recommends that you confirm the Town's receipt of your communication via telephone. Comments on public hearing items that are submitted electronically will not automatically become part of the official record of such proceedings, unless required by law. Persons wishing to comment on public hearing items should attend the public hearing and express themselves in person at the hearing, or if the notice of a particular hearing allows written comments, then comments may be submitted in that manner. The Town will attempt to pass all email correspondence to the intended recipient, but does not have an obligation to do so.

Computer Safety: While the Town of Stratham will make efforts to keep the site free of computer viruses, worms, Trojan horses, adware, spyware, or other electronically transmitted formats, software or programs, the Town cannot warrant that the Website is free of these harmful components.

Accuracy: The Town strives to present current and accurate information on this Website, but does not guarantee the accuracy or currency of information posted here. In the event of a significant difference between the information on this Website and official information available at the Town Offices, the Town Office information would prevail.

## **Town of Stratham Website Policy**

**Liability:** With respect to documents and information available from this Website, neither the Town of Stratham nor any of its employees assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information disclosed, or represents that its use would not infringe on privately owned rights. The Town of Stratham shall not be held liable for any improper or incorrect use of the materials or information contained on this Website and assumes no responsibility for any use thereof. Under no circumstances shall the Town of Stratham be liable for any damages, whether direct, indirect, incidental, special, exemplary, or consequential regardless of cause, and on any theory of liability, whether in contract, statute, strict liability, or tort arising in any way out of the use of and/or reliance on this Website or the materials and information contained on this Website, even if advised of the possibility of such damage. This disclaimer of liability applies to any damages or injury, including but not limited to those caused by any failure of performance, error, omission, interruption, deletion, defect, delay, computer virus, communication line failure, theft, or destruction of data, whether for breach of contract, tortuous behavior, statutory liability negligence, or under any other cause of action.

### **Link Policy**

In the course of providing informational resources and services, Town Web pages may include links to external Websites created and maintained by organizations other than the Town of Stratham. The Town's primary purpose for linking to external Websites is to facilitate the public's access to information provided by entities, which are somehow directly affiliated with the Town of Stratham by assisting in Town's mission and/or service delivery. All requests or suggestions for links will be evaluated by the Library Director and the Town Administrator on a case-by-case basis. If these individuals concur that posting the proposed link would be in the best interests of the residents of Stratham, the Director will allow the posting of the link to the Website while simultaneously notifying the Board of Selectmen of the posting. Should any member of the Board object or question the advisability of the posting, that member will immediately notify the Director and Administrator and arrange to discuss the issue at the Board's next meeting. The provision of external links should not be construed as an endorsement or sponsorship of these external Websites, their content or their hosts. The Town specifically disavows legal responsibility for what a user may find on another site or for the personal opinions of individuals posted on any site whether or not operated by the Town.

### **Events Calendar Policy**

The Town of Stratham provides a listing of events in Stratham (and sometimes the surrounding areas) as a service to its residents. This list is not exhaustive. The Town will consider listing events that meet one of the following criteria:

- Town events and meetings

## **Town of Stratham Website Policy**

- Events the Town (including Town departments and committees) sponsors
- Relevant meetings of any non-Town government agency
- Events open to the general public for which the Town approves a special events permit and/or provides space

Requests to list other events will be considered on a case-by-case basis.

### **Subscribed Email Announcement List Policy**

An option to subscribe to the Town's email notification system will be available on the Town Website at <http://www.strathamnh.gov>. Subscribed email announcements will comply with the Website policy. Emails sent out through this system will go to all current subscribers on the list. The list is a tool to convey short-notice information, timely reminders, or helpful tips from Town departments. That list is subject to public record laws and is available to anyone who requests it. Information in subscribed email announcements will also be available on the Town's Web pages.

Revised: 11/29/10